

OPM History

7 March 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 40-150-8 (Supplement 1)

SUBJECT: Forms Management - Index of Forms Under the Jurisdiction of
or Used Primarily by the Office of Personnel

1. In accordance with paragraph 3b of OPM No. 40-150-8 dated 8 November 1955, the attached index of Office of Personnel forms has been developed as a reference and locator guide for all Divisions and Staffs.

2. The index includes forms in use as of 1 February 1957 and is divided into two sections. The first section of ten pages provides a comprehensive listing of Office of Personnel forms in the Agency form series. The second section of three pages notes Standard Forms (Federal) initiated by or used primarily under the direction of the Office of Personnel. Of the six columns of data relating to each form, the first column entitled "Status" may prove of greatest benefit to administrative and clerical personnel in that the code letters under "Status" indicate the source of supply for each form.

3. In many instances, the accuracy of this index is dependent upon information being furnished to the Records Control Officer, Office of Personnel (RCO/OP), by each Division and Staff. Information concerning discontinuance of forms, changes in the number of copies used (estimated monthly usage), etc., should be reported immediately to the RCO/OP.

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Gordon M. Stewart
Director of Personnel

OPM 10-57

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DOCUMENT NO. _____
NO CHANGE IN CLASS ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S O 2011
NEXT REVIEW DATE: 18 JUN 1981
AUTH: _____
DATE 18 JUN 1981 REVIEWER: 029725